

HOUSE RULES OF THE CHIEF PETTY OFFICERS' MESS

301. AUTHORIZED MEMBERS, PATRONS, AND GUESTS

a. AUTHORIZED MEMBERS

(1) Privileges of the Chief Petty Officers' Mess shall be primarily extended to Master, Senior and Chief Petty officers on active duty in the United States Navy.

(2) If the facilities of the Mess will permit, privileges will be extended as follows:

(a) To personnel of equivalent rates of the Armed Services of foreign nations on active duty or on the retired list with pay.

(b) To MSC/DOD and Merchant Marine personnel who have CPO or #2 on their ID card.

(c) To personnel in pay grades E-7, E-8, E-9 of all Armed Forces of the United States and their Reserve Components on active duty (including active duty for training for seventy-two hours or more) or on the retired list with pay (including members of the Fleet Reserve and Fleet Marine Corps Reserve on inactive duty).

(d) To 100 percent totally disabled veterans of the armed forces of the United States and their Reserve Components who were in pay grades E-7, E-8, or E-9 at the time of their discharge and who are currently receiving medical care and treatment through the Veterans Administration, so long as their Uniformed Services Identification and Privilege Cards (DD Form 1173) remain in effect. (Each such totally disabled veteran may, if he so desires, designate in writing a representative to make purchases at the Consolidated Package Store)

(e) To personnel in pay grades E-7, E-8, and E-9 of the Reserve components of the Armed Services of the United States on inactive duty.

b. AUTHORIZED PATRONS

(1) Authorized Patrons may use the MESS if the facilities of the Mess will permit. Patrons do not have guest privileges (discussed below). Authorized Patrons are as follows:

(a) To un-remarried widows of personnel in pay grades E-7, E-8 and E-9 of the Armed Forces of the United States

and their Reserve Components who died in the line of duty while on active duty, and to un-remarried widows of personnel in pay grades E-7, E-8, and E-9 who died while on the official retired lists.

(b) To dependents of Authorized Members listed above with valid identification.

(c) To Civil Service employees GS-6 and above.

(d) If, in the opinion of the Commanding Officer, the privileges of the mess should be extended to other persons, a request for authorization may be submitted to the Commanding Officer, citing the extraordinary circumstances involved.

c. AUTHORIZED GUESTS. Only Authorized Members as described above are afforded guest privileges. Authorized Members must sign in and must stay with all his/her guests. All military personnel E-6 and below must be in civilian attire and can only be a guest of a Master Chief, Senior Chief or Chief Petty Officer. Chief Petty Officer Selectees are allowed in the mess in uniform during scheduled training events that are published by the Advisory Board for each selection cycle. Authorized Members are responsible for their guests meeting conduct standards while in the MESS.

302. PATRONAGE RESTRICTIONS

a. Authorized members may invite guests to the Chief Petty Officers' Mess. The member shall enter the names of the guests in the guest log and shall remain in their company while in the Mess and be responsible for their proper personal conduct and adherence to the dress code.

b. The sale or service of alcohol to minors (under 21 years of age) is prohibited.

c. Minor dependents/guests under 21 years of age are not authorized to use the facilities of the Mess unless accompanied by an authorized adult member. Minor dependents/guests shall be supervised by their parents/adult member at all times.

d. Minor dependents/guests (under 21 years of age) are not permitted in the Mess after 2100 unless attending a private party, such as a wedding reception, anniversary, party, etc., which is being held in a party room or separate area.

e. Minor dependents/guests (under 21 years of age) are not permitted at the bar at any time.

f. The marital status of a dependent does not alter his or her minority.

g. No pets are allowed in the Mess.

h. No alcohol will be brought into the Mess and alcohol will not be consumed in any parking lots.

i. Uniform and civilian clothing policies and regulations promulgated by naval regulations will be strictly enforced. A copy of which will be conspicuously posted. In particular, clothing in the form of dungaree trousers for work use, ranch style work clothing, undershirts, bib overalls and work trousers and work shirts are prohibited, as are tank tops, cut-off trousers, clothing containing vulgar slogans, distinctive parts of the uniform when worn with civilian clothing, athletic clothing, and overly suggestive styles.

j. No member of the Armed Forces below pay grade of E-7 will be permitted to use the facilities of the Mess at any time unless in the performance of their military duties, or as an invited guests of an authorized member under the following restrictions:

(1) Military personnel E-6 and below in uniform are not allowed in the bar area.

(2) After 1800, only personnel in pay grades E-7, E-8 or E-9 will be permitted to use the facilities of the Mess in uniform, except for authorized functions.

k. Employees of the Mess shall not be reprimanded by the members, patrons or guests. In-attention or negligence on the part of any employee should be reported to the Mess Manager, Duty Mess Manager, or any member of the Advisory Board.

l. Smoking on the dance floor is prohibited.

m. The Mess Manager, or in his absence the Duty Mess Manager, is responsible for the decorum of the Mess. Should any member, patron or guest behave in an unseemly fashion, they shall be asked to leave. If further action is warranted, the matter will be referred to the OOD immediately.

n. All reports of inappropriate conduct will be brought to the attention of the Mess Manager. The Mess Manager will inform the CPOA President and the Naval Station Command Master Chief.

303. GROUP MEETINGS/PARTIES

a. When space permits, the Mess facilities may be used for private parties that are attended by groups of authorized members. Charges for group functions or special parties shall be collected at the time of the function or within 48 hours after its conclusion.

b. Mess facilities shall not be used by civic or civilian organizations for meetings and other events, unless the group is composed of at least 51percent of participants authorized to utilize the Mess, or the affair makes a positive contribution to community relations and is of primary interest and benefit to the Navy, as distinguished from merely accommodating the organization. Requests for Mess reservations for civic and civilian organization meetings, group dinners, luncheons, parties, and other events shall be forwarded to the Commanding Officer for approval.

c. Contract. In order that these regulations are fully understood by Mess members, no group functions or private parties will be held in the Mess unless a contract has been signed by the host or party sponsor.

304. MISCONDUCT AND SUSPENSION OR TERMINATION OF MESS PRIVILEGES

a. All reports of inappropriate conduct will be brought to the attention of the Mess Manager. The Mess Manager will inform the Advisory Board President and the Naval Station Command Master Chief.

b. A written report of any misconduct by Mess members, patrons, or guests will be forwarded to the Commanding Officer on the next working day following the incident. A copy of the report will also be sent to the Advisory Group. The Commanding Officer will take such action as deemed necessary pending the recommendations of the Advisory Group. The individual will then be informed in writing of any suspension and of the time and date of the next Advisory group meeting so that they may, if so desired, be present to defend their actions.

c. Privileges of the Mess may be suspended or terminated only by the Commanding Officer, usually upon recommendation of the Advisory Group, and shall be communicated to individuals concerned in writing.

305. SECURITY AND IDENTIFICATION. All appropriate measures shall be taken to preclude the use of the Mess and its facilities by unauthorized persons. The identification of authorized

members and patrons shall be made by sighting the individual. Official Armed Forces Identification Card or Uniformed Service Identification and Privilege Card will be presented upon demand.

306. PROCEDURES

- a. Mess Shares. The sale of Mess shares is prohibited.
- b. Dues. Dues and assessments are prohibited in the Mess.
- c. Coupon Books. The use of coupon books (chit books) is prohibited.
- d. Charge Accounts. Charge accounts are not authorized in the Mess.
- e. Gratuities from Vendors. No officer, enlisted man, or employee of the Mess shall accept any gift, loan, favor or entertainment from any person or firm engaged in business with, or attempting to engage in business with, the Mess. (See SECNAVINST 5370.2E)
- f. Cashing of Checks. Personal checks of authorized members and patrons may be cashed upon the approval of the Mess Manager or the Duty Mess Manager, when he/she is on duty, when presented in person. Such checks will be limited to an amount not to exceed \$50 or the total amount of the member's bill and shall be cashed subject to the following provisions:
 - (1) Checks shall be completely filled out and made payable to the Chief Petty Officers' Mess. Personal information, including rate, social security number, branch of service, and present duty station, must appear legibly on the check. Checks cashed for dependents will be annotated with the complete home address of such dependent.
 - (2) Post-dating of checks is prohibited.
 - (3) The member's Armed Forces Identification Card must be presented.
 - (4) The signature on the Check must correspond with that on the Armed Forces Identification Card.
 - (5) Two-party checks will not be cashed.
 - (6) U.S. Government checks may be cashed when it is determined that operations will not be hampered thereby,

providing that all pertinent conditions are met and subject to the approval of the Mess Manager or the Duty Mess Manager.

g. Employment of Enlisted Sailors. Enlisted Sailors may be employed in the Chief Petty Officers' Mess and compensated for their services from Mess funds, provided that:

(1) The work is in addition to their regular assignment and performed during off-duty hours.

(2) The work is voluntary.

(3) Employment, by reason of hours or nature of the work, does not interfere with the proper and efficient performance of their military duties, which shall at all times take precedence on their time, talents, and attention.

(4) They are not a designated member of the Advisory Board.

(5) Other provision of Article 202 of NAVPERS 15162 are complied with.

307. SALE OF ALCOHOL. The service or sale of alcohol will be in accordance with Chapter 1503 of reference (a).

a. The employment of any person under twenty-one years of age as a bartender or in any other capacity involving the selling or dispensing of alcohol is prohibited.

b. The sale or service of alcohol to minors is prohibited.

c. Personnel who appear intoxicated, based on the bartender's judgment, will not be served.

308. HOURS OF OPERATION. Hours of operation for the club are as follows:

CLOSED SUNDAYS

Monday through Thursday	Hours	1100 - 2400
	Lunch	1100 - 2100
Friday	Hours	1100 - 0100
	Dinner	1100 - 2100
Saturday	Hours	1700 - 0100
	Dinner	1700 - 2100

309. CORRECTIVE ACTION AND SUGGESTIONS FOR IMPROVEMENT OF THE MESS

a. The cooperation of all patrons is earnestly requested in upholding the high standards expected of the Chief Petty Officers' Mess.

b. Members and Patrons are encouraged to submit suggestions or criticisms to improve the operation of the Mess to the Mess Manager, Duty Mess Manager, The Mess Advisory Group Chairman, or any member of the Advisory Group. All suggestions and/or recommendations shall be made in writing and placed in the suggestion box provided in the lobby or delivered to one of the individuals indicated. Suggestions and/or recommendations should be signed with the name, pay grade and command or status of the individual concerned.

c. Suggestions to improve the Mess, instances of unsatisfactory service, or notification of derelictions on the part of employees should be brought to the attention of the Manager or Duty Manager. Oral suggestions or reports so made should be confirmed in writing within twenty-four hours directly to the Mess Manager or Advisory Group

310. PUBLICATION. Copies of rules and regulations and all other pertinent orders and directives will be posted and accessible to members and patrons of the Mess at all times.